

**CITY OF LINCOLN**

**HOUSING AND SPECIAL PROJECTS COORDINATOR**

<i>Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications <b>may not include all</b> duties performed by individuals within a classification. In addition, specifications are intended to outline the <b>minimum</b> qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.</i>
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**DEFINITION:**

Under general direction, plans, organizes and coordinates the City of Lincoln Housing Program, including but not limited to First Time Homebuyers Program, Housing Preservation Program, Housing Element, Redevelopment Agency, Grant Activity, Planning and other related duties as required. The position will take on special projects for the Redevelopment Agency relating to Economic Development and promotion of the project area. The position will also work cooperatively with the grants coordinator on grant maintenance and compliance.

**DISTINGUISHING CHARACTERISTICS:**

The **Housing and Special Projects Coordinator** is a single-position classification position in the City Manager's Office reporting to the Redevelopment Manager. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are aware of the operating procedures and policies of the department. This position coordinates and is responsible for providing quality technical and public services related to housing programs. This position is expected to independently perform the full scope of assigned duties

**SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Redevelopment Manager or his/her designee,

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Monitors through the County Recorder's Office recorded affordable covenants.
- Coordinates the underwriting and documentation for the First Time Home Buyer Program.
- Coordinate operations of loan committees, such as First Time Homebuyer, Revitalization Loan, Fee Deferral program, and Redevelopment Agency.
- Monitors and coordinates the Housing Preservation Program.
- As assigned, monitors housing projects and when applicable represents the Agency on building and architectural elements.
- Acts as a liaison for the Redevelopment Agency for the City of Lincoln with other governmental and social service agencies as required.

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- As required, attends public and community meetings as a representative of the Agency.
- Aids in the formation of and in assuring adherence to the Housing Element.
- Works closely with grant coordinator, departments and Finance on maintenance and adherence to grants.
- Works closely with the Redevelopment Agency on agency plans and projects.
- Performs market studies and research.
- Assists Redevelopment Manager on marketing efforts for the Agency.
- Coordinates with Lincoln and area non-profits on projects to enhance the Agency project area.
- Coordinates web site pages on City of Lincoln's website relating to economic development and redevelopment.
- Establishes and maintains records and prepares reports as needed.
- Listens, communicates, and interacts positively with co-workers to enhance effectiveness of work unit and to promote productivity of work team.
- As needed performs outreach to the community.
- Interfaces as needed with contractors, homeowners, business owners and merchants.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing documents and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

**QUALIFICATIONS:**     *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Housing and Special Projects Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible experience in a professional housing program administration, housing authority or planning department or related agency.

**License/Certificate:**

Possession of a Bachelor's degree with major course work in urban planning, finance, public administration, business administration, or a related field.

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Pertinent Federal, State and local laws, codes and regulations for Housing Programs; loans and grants relating to housing; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, software, and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices. Experience and knowledge of redevelopment practices highly desirable.

**Ability to:**

Learn to implement and coordinate effective housing assistance programs; learn and apply pertinent laws, rules and regulations; provide information and assistance to the public; apply administrative and departmental policies and procedures; analyze situations appropriately and adopt effective courses of action; implement, explain and apply applicable laws, codes and regulations; perform mathematical calculations quickly and accurately; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; prepare clear and concise reports and keep accurate records; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.

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**Salary Range:** Range 11 Step A 18.83hr 3,263.85mo, Step G 25.23hr 4,373.88mo  
**FLSA:** Nonexempt  
**Employee Group:** Professional Administrative Group  
**Adopted:**